



City of Sugar Land **Imperial Park Recreation Center**

Operation Hours:
Monday - Thursday 8 a.m. - 10 p.m.
Friday & Saturday 8 a.m. – 8 p.m.
Sunday 1 p.m. – 5 p.m.

Main Office (281) 275-2885

234 Matlage Way, Sugar Land, TX 77478
P.O. Box 110, Sugar Land, TX 77487-0110
FAX (281) 275-2828

Home Page: www.sugarlandtx.gov

GENERAL FACILITY POLICIES AND PROCEDURES



WELCOME TO THE IMPERIAL PARK RECREATION CENTER

- All Imperial Park Recreation Center (IPRC) patrons are required to have a facility usage card unless otherwise specified by IPRC staff.
 - IPRC patrons must be 10 years of age or older. If under 10, child must be accompanied by an adult with a valid facility usage card.
 - For both security and utilization of tracking, patrons must scan Facility Usage ID each time the facility is entered.
 - Guests must be escorted by an IPRC patron and pay the guest fee of \$5 per day. The conduct and damage caused by guests is the responsibility of the patron.
 - There is a risk of personal injury due to the inherent nature of Recreation Center activities. Each participant assumes the risk for any harm or injuries. Therefore, we strongly recommend that you arrange sufficient health insurance coverage and have a physical examination prior to participation.
 - IPRC reserves the right to refuse service to any participant who violates any policy or procedure, or engages in any verbal and/or physical abuse of the Recreation Center patrons or staff.
 - Food is permitted within the facility with the exception of the Exercise Room and The Cave.
 - No pets or animals are allowed in the facility, with the only exception being for certified “assistance animals”.
 - Patrons may not sell or offer for sale any food, drinks, confections, merchandise or services or conduct any commercial business activities of any kind.
 - Patrons may not post, place, display, or distribute any advertising, notice, involving billboard, paper or other advertising device of information or materials.
 - IPRC Staff will provide setup and breakdown of all City equipment within the Recreation Center.
 - Hours of operation are posted in the facility. Participants are expected to leave promptly at closing time so the building can be secured.
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CODE OF CONDUCT

All participants and/or spectators are expected to do the following:

- Demonstrate courtesy even when others do not
- Behave in a responsible manner, always exercising self-discipline
- Respect the rights and privileges of other participants and city staff
- Respect the property of others, including city property and facilities
- Cooperate with or assist the city staff in maintaining safety, order and discipline

Unacceptable behaviors include the following:

- Being involved in an instance of any form of insubordination
- Failure to conform to City rules
- Use of profanity, vulgar language or obscene gestures
- Defacing/damaging City property or the property of others
- Engaging in inappropriate physical or verbal contact and/or gang activity
- Running, pushing, shoving, littering or throwing objects (which are not part of a supervised activity)
- Producing loud, rude or unnecessary noises
- Involvement with drugs, alcohol or weapons on City property

Persons behaving in unacceptable manners as listed above may face the following discipline options:

- Conference with staff and person involved in misbehavior
- Conference with staff and parent/legal guardian, when appropriate
- If the parent/legal guardian refuses to attend the conference or the person remains disruptive, the person may be restricted from the program
- Restitution, when appropriate
- IPRC staff reserves the right to contact law enforcement in extreme cases of misbehavior
- **Acts of misbehavior of a violent nature will result in an automatic suspension from Parks & Recreation activities or facilities for length of time decided by Recreation Manager**

This Code of Conduct applies to all persons participating in any way in any Parks and Recreation programs. The

Recreation Manager may change the Code of Conduct at any time without notice, and such changes shall become effective upon posting at IPRC.





EXERCISE ROOM POLICIES

- Water in plastic, resealable containers is allowed
- Patrons are encouraged to wipe down equipment after use with provided sanitary wipes
- Personal belongings must be placed in cubbies and not on along the floor
- Profanity, excessively loud or suggestive language will not be permitted
- Exercise room is available during class time only. Unauthorized use is not permitted
- Proper athletic attire and footwear should be worn at all times. (i.e. no exposed midriff, no hard soled shoes)
- Patrons are expected to use all equipment properly. Please report any broken equipment or concerns to the front desk immediately
- Removal of city property or equipment from the Center is not permitted. All equipment must be returned to its proper location after use

SHOWER/LOCKER ROOM AREA

- While using the Recreation Center, patrons may use a day locker based on availability. Personal locks are permitted or one may be obtained from the front desk with a valid facility usage ID. Locks must be returned immediately after use and before leaving the facility. All property must be removed from lockers immediately following workouts.
 - All personal locks must be removed by the end of the business day
 - Any property left overnight will be removed and put in lost and found
 - Lost and found items will be kept for a maximum of 15 days. Please check with front desk staff.
 - Changing in to or out of exercise attire must be done in the shower/locker area. Please be respectful of other patrons' privacy
 - The Imperial Park Recreation Center, Sugar Land Parks and Recreation Department and staff are not responsible for lost or stolen articles from the locker rooms or vehicles on premises
 - Please be courteous and keep shower time to a minimum
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MULTI PURPOSE ROOM/PATIO/KITCHENETTE

- Rental terms and agreements can be found in the *Facility Rental Packet*. Please visit the IRPC front desk for rentals and reservations.
- Patio area is available for the enjoyment of IPRC patrons during normal business hours. The area is accessible only through the multipurpose room doors.

THE CAVE (GAMEROOM)

- The Cave is for the enjoyment of our patrons and their paying guest(s) only
 - There is a six(6) person maximum at one time in The Cave
 - A \$50 damage deposit is required and may stay on file to check out equipment
 - Patrons must have a valid facility usage ID to check out gaming equipment
 - Patrons may only check out age appropriate games based on the **Entertainment Software Rating Board (ESRB)** rating listed on each game; unless previous consent has been given by a parent or guardian.
 - There is a 30-minute time limit on game use when people are waiting; a waitlist will be at the front desk
 - The computer can only be accessed by staff or an instructor
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GYMNASIUM POLICIES

- The IPRC Gymnasium is only available for open play recreation according to the advertised schedule
 - Gymnasium equipment is available for check-out from the front desk. Facility Usage ID is required.
 - Patrons are expected to use all equipment properly. Hanging on rim, backboard or net is not permitted. Please report any broken equipment or concerns to the front desk immediately.
 - Court shoes are required. No street shoes, boots, sandals or bare feet permitted.
 - Beverages in plastic, resealable containers are allowed
 - Profanity, excessively loud or suggestive language will not be permitted
 - Tobacco use is not permitted
 - Rental terms and agreements can be found in the *Facility Rental Packet*. Please visit the IPRC front desk for rentals and reservations
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